



**Army Reserve Contracting Center  
Government Purchase Card (GPC) Program Office  
Fort Dix, New Jersey 08640**

**GPC Policy Statement #3**

**13 July 2006**

**SUBJECT: Merchant Code Waiver/Overrides**

Periodically cardholders may be required to purchase an item from a vendor whose merchant code has been blocked by the Government. Request for waivers/overrides of these purchases shall be forwarded to the Level IV A/OPC for submission to the Level III Purchase Card Manager and include the following information:

- Cardholder Name/Account Number
- Levels three and four numbers
- Merchant's name and address
- Merchant code number
- Item description
- Date GPC transaction will be processed
- Estimated dollar amount
- Estimated number of transaction per day
- Cumulative dollar amount for the entire purchase
- Brief justification for GPC purchase at the above merchant

Request for waivers/overrides will be forwarded to the Level IV A/OPC 3-4 business days prior to projected transaction date or earlier.

If approved, transaction must be processed during time specified by the Level III authority. Additionally, cardholders must advise the merchant to contact Customer Services (1-888-994-6722) for manual authorization.

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